Creating Evaluations in ONCE

Before an evaluation is created or modified, questions need to be created. Please refer to the document Creating Questions in ONCE

The Evaluations tab in ONCE is used to assemble questions into useable evaluation forms that can be linked to courses.

To create evaluation(s):

1. From the top of the navigation menu, click the **EVALUATIONS** tab.

   ![Online Course Evaluations (ONCE)](image)

   The following is a list of common tasks related to the online course evaluation process:
   - Link a course to an existing evaluation
   - Create a new evaluation form
   - Browse the library of reusable evaluation content
   - Application version: 2415

   Need Help? Please visit the course evaluation support site.

2. From the Evaluations Screen, click **Create New Evaluation**

   ![Online Course Evaluations (ONCE)](image)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Department</th>
<th>Evaluation Type</th>
<th>Usage</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>SC Standard Evaluation</td>
<td>View confirmed</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>SB</td>
<td>Interim Course Open Feedback Form</td>
<td>View confirmed</td>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>
For the following steps, please refer to the image below:

3. Enter the **name** and **description** for this evaluation. We suggest adding some basic notes to the evaluation title such as “Incomplete” and “Unapproved” in order to deter accidental linking and publishing.

4. Select your **Faculty** from the Faculty drop down list.

5. Select your **Department** from the Department drop down list.

6. Choose **Instructional Format** for the evaluation. **Instructional Formats**
   Choose which instructional formats this evaluation will be applicable.
7. Show the evaluation either in **EN** (English) or **FR** (French) format.

8. Click **Add Question**, allow you to choose the questions from questions panel and insert into the new evaluation.

9. Click on **Add Evaluation** once the questions are added to the new evaluation.

Note the image below is an image of the main evaluation section of the page:

![Image of main evaluation section](image)

**A** – These are “Tabs”, created by choosing “Choose Instructional Formats”. Questions would be added into the specific “Tabs” as they relate to each instructional format. For example the “GENERAL” tab would have non-specific questions related to the course itself, the “LECTURE” tab would have specific questions related to the lecturer/instructor and the “LAB” tab would have specific questions related to the Teaching Assistant.

Please note that this is important where the questions are added in the “Tabs” since it effects who will be able to see Online Evaluation Reports at a later date. Please see the table below:

### Access Roles for Online Evaluation

<table>
<thead>
<tr>
<th>Role</th>
<th>Overall</th>
<th>General</th>
<th>Primary Meet</th>
<th>Lab</th>
<th>Tutorial</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Director</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Section Director</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Instructor</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Assistant</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

**Course Director**: is able to access all the course-level evaluation results and all instructor/meets results for all sections of the course.

**Section Director**: is able to access the course-level evaluation results and all instructor/meets results for the section where they are the section director.

**Instructor**: is able to access his or her own meet-level evaluation results.
**Teacher Assistant:** is able to access his or her own lab or tutorial.
If none fall under any of these categories any questions that is included in Default table will be shown to everyone.

**B** – This is where you will place your “Introduction Text” for each section, a short blurb to inform the student taking the exam what they are evaluating with the questions contained within

**C** – This is where you can add previously created questions, or create new ones on the spot

**D** – This is the “Add Evaluation” button (first creating an evaluation); this may also display “Update Evaluation” if the evaluation already exists. Click this button to save all changes.

**To Add Question(s) in a Evaluation:**

After Instructional Format is chosen for the evaluation form. Question(s) can be added to the evaluation. Please note that questions must be added for each tab. Therefore questions would be added for LECT tab, TUTR tab and LAB Tab.

**Add Question to GENERAL tab**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>LA&amp;PS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>HUMANITIES</td>
</tr>
<tr>
<td>Question Type</td>
<td></td>
</tr>
<tr>
<td>Used In Any:</td>
<td>--Select Instructional Format--</td>
</tr>
<tr>
<td>Search Text</td>
<td></td>
</tr>
</tbody>
</table>

After the proper tab is chosen. Search for the question template, select the correct template and click on Close
Note: Specific users will only view questions that are added to a particular instructional format. For example a course director will be able to view results from the following instructional format general, lecture or labs. But TA will be only to view their results from a tutorial and not general or lecture.

The question has been added to the evaluation. Several questions can be added to this evaluation. Questions also can be moved within the evaluation by using the arrows found on the 1) left/top of the question. The evaluation can be added by clicking onto 2) Add Evaluation.
To modify a previously used evaluation:

1. From the top of the navigation menu, click the **EVALUATIONS** tab.

2. From the **Evaluations** Screen, locate the evaluation you wish to use (you might have to click on the green “*+*” sign in order to see the options), click **Copy**
3. Enter a name and description for this evaluation.
   - We suggest adding some basic notes to the evaluation title such as "Incomplete" and "Unapproved" in order to deter accidental linking and publishing.

4. Select your Faculty from the Faculty drop down list.

5. Select your Department from the Department drop down list.

6. Click Submit

The evaluation is now copied.

From the Evaluations Screen, click Edit next to the evaluation you just finished creating (you might have to click on the "+" to see the Edit option).
From the Edit Evaluations Screen, you can now modify the evaluation.

Edit Evaluation

Name: LAPS Humanities Evaluation (Tc)
Description: End of course evaluation for 2014-15 students.
Faculty: LA&PS
Department: HUMANITIES
Evaluation Type: End of course

Choose Instructional Formats

Note: For preview only. Evaluation language is specified when sections are linked.

Questions

Intro Text:

Ability to encourage and guide discussion: Delete
- Poor (1)
- Adequate (2)
- Good (3)
- Very Good (4)
- Excellent (5)

Ability to explain ideas and concepts clearly: Delete
- Poor (1)
- Adequate (2)
- Good (3)
- Very Good (4)
- Excellent (5)

Add Question  Create New Question

Save Evaluation